

AMERICAN LIBRARY
ASSOCIATION.

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American Library Association

CHALMERS HADLEY, Secretary

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Secretary's Address

1 Washington Street,
CHICAGO, ILL.

Executive Offices

1 Washington Street,
CHICAGO, ILL.

Chicago, Ill., September 15 1909

Miss Agnes Baldwin, Asst. Curator,
The American Numismatic Society,
156th St. West of Broadway,
New York, N. Y.

Dear Madam:

We regret the copy of the Catalog rules sent you, recently was imperfect. We have collated this copy which we send at once. Please notice the change of address.

Yours very truly,

Chalmers Hadley
SECRETARY

OFFICE OF
PUBLISHERS' WEEKLY
BOOK REVIEW
LIBRARY JOURNAL
TRADE LIST ANNUAL

TEL. GREELEY 787

R. R. BOWKER CO.

241 WEST 37th STREET

NEW YORK

- American Numismatic Society,
Broadway at 156th Street,
New York City.

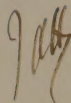
Gentlemen:

Answering your inquiry
of July 10th, the American Library
Annual, 1916-17 is now printing
and we hope to have it ready for
delivery the latter part of the
month.

Truly yours,

R. R. BOWKER CO.

JAH.ACE



July 12, 1917.



AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET, CHICAGO

December 17, 1925

Mr. Sidney F. Noe,
American Numismatic Society,
3755 Broadway,
New York City.

My dear Mr. Noe:

Margaret C. Meagher has registered with us for
a library position and has given your name as a reference.

Will you kindly fill in the reverse side of this sheet so that
we may have necessary information.

Any additional data you may care to give, especially
regarding the registrant's ability to do satisfactory library
work, will be greatly appreciated.

Yours very sincerely,

Sarah C. N. Bogle
Sarah C. N. Bogle ^{ac}
Assistant Secretary

ac

Name in full Margaret C. Meagher

Address 414 W. 118th St., New York City

Has registered for a library position as cataloger, bibliographer or indexer

In what capacity and for how long have you known the registrant?

For what type of library work do you consider the registrant best fitted?

Please state carefully any physical or other defect which might be an obstacle to the registrant's success, such as: deafness, deformity, ill health, nervousness, uneven disposition, etc.

We should appreciate your careful consideration and full confidential rating of the registrant on the qualifications listed below:

Executive ability

Personality

Sense of responsibility

Knowledge of books

Common sense

Ability to do team work

Tact

Dependability

Accuracy

Consideration of others

Appearance

Intelligence

What do you consider the registrant's
Strongest assets?

Greatest limitations?

If there were a vacancy in your library would you consider the registrant for a position of the type for which he (or she) has registered? If not, why not?

Remarks:

Date _____

Signature _____

December 24th, 1925

American Library Association
86 East Randolph Street
Chicago, Ill.

Gentlemen:

Your letter requesting information regarding
Miss Margaret C. Meagher is at hand.

Miss Meagher was employed here as Assistant-librarian for something like five years, and I consider her an exceptionally well equipped librarian. The demands of this position require a knowledge of foreign languages - French, German, Italian, as well as Latin and Greek; and the work is of a highly specialized nature.

Miss Meagher worked with me in preparation of a bibliography, and no small share of the credit for its publication is due to her. I think she is exceptionally well equipped for the position you describe, and I hope that she may be successful in the application she makes.

Leaving our employ was due to a necessary re-trenchment in our expenses, and does not reflect upon her ability in the slightest degree.

Very truly yours,

Librarian & Secretary

December 24th, 1925

American Library Association
86 East Randolph Street
Chicago, Ill.

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Very truly yours,

Librarian & Secretary

American Library Association

Executive Offices of the Association
86 East Randolph Street
Chicago

January 27, 1926

Mr. Sidney P. Noe,
American Numismatic Society,
Broadway & 156th St.,
New York City.

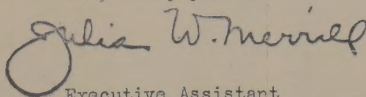
My dear Mr. Noe:

The American Library Association is studying the book resources that are available the country over. From the note in the Special Libraries Directory, we think your library may be sending out books or pamphlets by mail.

If you are giving this form of service, will you tell us whether you deal directly with individuals or only with libraries and give us the figures for mail circulation for the last report year? We should be glad to have any statement of the scope of this work, the number, kind or geographical distribution of the borrowers.

A prompt answer would be greatly appreciated, as the study must be completed soon.

Very truly yours,

A handwritten signature in dark ink, reading "Julia W. Merrill". The signature is fluid and cursive, with the first name "Julia" being more prominent and the last name "Merrill" following in a similar style. The signature is written over the typed name.

Executive Assistant
Committee on Library Extension.

JWM:EV

January 29th, 1926

Miss Julia Merrill
American Library Association
86 East Randolph Street
Chicago, Ill.

Dear Madam:

Responding to your letter of the 27th, we loan books from our library to responsible individuals (usually members) and to libraries. The demands are not large - they are for the more unusual publications which our library alone is likely to have. We have sent such loans as far west as Chicago. Although our library is considered more a reference library, we make exceptions of such requests and try to meet the need as it arises.

Very truly yours,

Librarian and Secretary

American Library Association

Executive Offices of the Association
86 East Randolph Street
Chicago

According to my information you are not a member of the A.L.A. Perhaps you have never been invited to join, or have just neglected to send in your application.

I am enclosing a little leaflet about the A.L.A. Naturally it does not tell the whole story. The Association is a clearing house for information and ideas about libraries and librarianship. It is concerned with the library's opportunity in adult education, with education for librarianship, library salaries, and library extension, and with methods and practice in libraries of all sorts. It issues many important publications each year and is constantly on the lookout for ways and means of advancing the cause of libraries.

According to a new plan the A.L.A. Bulletin is to be issued twelve times a year instead of six as in the past. For a \$2.00 fee, members will receive ten news numbers of the Bulletin. For a \$4.00 fee members receive also the Handbook and Proceedings. (Initiation fee \$1.00 extra for new members or old members rejoining.) The Bulletin alone justifies the expense.

But I am sure you will agree that the best reason for joining is that your membership will help in the advancement of the library movement.

Officers and members are working this year to bring the membership up to 10,000 in this our Fiftieth Anniversary year.

May we add your name?

Cordially yours

The AMERICAN LIBRARY ASSOCIATION

THE American Library Association is an organization of librarians, library trustees and others interested in libraries.

It was founded in 1876 by a group of far-seeing librarians who were concerned with educational progress and who saw the great possibilities for self-education in the founding and development of libraries.

WHAT IT DOES

It fosters the development of libraries.

It gives through its Headquarters and Committees advisory assistance to all who are interested in library establishment, extension and development.

It maintains an Employment Bureau which serves librarians seeking positions, and libraries which need librarians and assistants.

It helps to attract promising young men and women who have the necessary

personal and educational qualifications, to library work as a profession.

It holds annual conferences for the discussion of library topics, and publishes the conference *Papers and proceedings* for members of the Association.

It publishes books, periodicals and pamphlets which aid in the establishment and conduct of libraries.

It helps to raise the professional standards, dignify library service, and improve library salaries; and assists in making books a vital, working, educational force in American life, and in making libraries easily accessible to all the people.

WHY YOU SHOULD JOIN THE A. L. A.

The A. L. A. has over 6,000 members.

Its plans are for 10,000 by 1926.

The A. L. A. needs *you*. It needs the enthusiasm of youth, the judgment of

maturity, the strength of numbers, the support of those actually engaged in library work, and of all trustees and friends of library progress.

You have pride in your profession: your professional interest is evidenced by your membership in the A. L. A.

You will wish to keep in touch with the publishing and other activities of your professional organization through its *Bulletin* which goes to all members.

You may wish to avail yourself of the services of the headquarters staff in securing a new position or a new assistant, or for some special information.

You will wish to have your name in the *A. L. A. Handbook* — a sort of librarians' "who's who."

You will wish to attend A. L. A. conferences or at least to benefit from them through their published *Proceedings*.

Your membership will give you an opportunity to participate in the plans and purposes of a great organization to whose aims and ideals you doubtless already subscribe.

A \$2.00 membership secures the *Bulletin* (without the *Handbook* and *Proceedings*).

A \$4.00 membership secures the *Bulletin* with the *Handbook* and *Proceedings*.

\$1.00 initiation fee for all new members and for those whose membership has lapsed.



AMERICAN LIBRARY ASSOCIATION
86 East Randolph Street
CHICAGO, ILLINOIS

The Library of The College of the City of New York

Convent Avenue and 139th Street

March 12, 1926

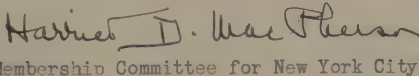
Mr. Sydney P. Noe
Librarian American Numismatic Society
New York, N. Y.

My dear Mr. Noe,

According to the latest list of members of the Handbook of the American Library Association, you do not seem to be a member of that society. Would you not consider joining, and asking all members of your staff to do the same?

As you know, the A.L.A. is the only national library organization in the country, and by far the largest of all our library organizations. It is the society that is standing back of library work as a profession - to raise its standards and salaries, and widen its scope. Moreover, this year, 1926, the A.L.A. is celebrating its fiftieth anniversary, which is to be a great event, both from the point of view of professional pride, and the things we hope the organization may this year decide to undertake in the future. Surely you have heard of this great semi-centennial anniversary which is to be held in Atlantic City this fall. I hope you are planning to go yourself and to urge other members of your staff to do likewise. Because it is the fiftieth anniversary, we are making an extra membership drive this year. New York has had a special membership committee appointed to undertake the work of interesting non-members in the A.L.A. Will you not show the committee your appreciation and interest in the A.L.A. by signing one of the enclosed membership blanks for yourself, and distributing the others in your library?

Very truly yours,


Membership Committee for New York City

March 16th, 1926

Miss Harriet D. MacPherson

The Library of The College of the City of New York
Convent Avenue & 139th Street, New York City

Dear Miss MacPherson:

Responding to your letter of March 12th,
because my duties as Librarian are only part
of those I assume, I have decided not to accept
your invitation to become a member of the A.L.A.
at the present time. I realize its value, and
wish that the demands on me permitted a differ-
ent response.

Very truly yours,

Librarian & Secretary



THE BOARD OF EDUCATION FOR LIBRARIANSHIP of the
AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET, CHICAGO

June 2, 1927

To Museum Librarians:

The Association of American Museums in correspondence with the Board of Education for Librarianship has indicated that it is interested in the preparation of museum librarians. At present there seems to be no course especially designed for this purpose. Opinion varies as to just what are the special functions and qualifications of the museum librarian and what the special preparation should be.

It would be decidedly helpful if we could get an expression of opinion from the museum librarians in the field. Would you care, therefore, to write us telling us something of your duties, to what degree your preparation has fitted you for your work, and where it has failed, and making suggestions as to what courses might be given for those who wish to specialize in museum library work? Is a general cataloging course fundamental? If so, should it be followed by a special course in cataloging for museum librarians? What special academic courses should be prerequisite? Would the preparation of museum librarians seem to you to be a function of the library school, or of a school for museum workers such as the one conducted by the Newark museum?

Is there any contribution which library technique has to offer to the general museum worker? Can library cataloging and classification be adapted to objects of art, etc.?

Your comments and ideas on the subject of the best preparation for museum library work based on your special experience will be very helpful to us in answering the questions which we are asked. May we have your help?

Yours very sincerely,

Sarah C. N. Bogle

Sarah C. N. Bogle
Secretary
Board of Education for Librarianship

June 7, 1927

Miss Sarah C. M. Bogle, Secretary,
Board of Education for Librarianship,
American Library Association,
86 East Randolph Street,
Chicago, Ill.

Dear Madam:

Responding to your letter of June 2nd, requesting comments on the subject of the best preparation for Museum Library work, I can say that I never had any special library training outside of five years contact as assistant under Dr. John C. Van Dyke in the Gardner Sage Library at New Brunswick, N. J., after graduation from college. This library, in which I received my training, is a special library, devoted principally to the needs of the Theological Seminary with which it is connected, and because books on science and fiction are in the main eliminated, being found in the college library near at hand, the Sage Library has been able to build up one of the finest working institutions of its kind in the country. I came to the Library of the American Numismatic Society over ten years ago and here again the needs were very special. I doubt very much that any library school offers a preparation that would be adequate for this library's needs. My criticism of such assistants as have served under me is that their preparation seems generally to have been in the mechanical side of library work and seldom to have gone beneath the surface to the reasons back of classifications or arrangements of the material in their care.

Although I do not presume to speak for Museums devoted to Natural history or other so-called, science museums, much of what I have to say would, I believe, apply to them also. It seems to me that the language preparation is usually inadequate. There can hardly be too much at the present day, for the art museums' material is published not only in the indispensable French, German and Italian periodicals, but in Spanish, Dutch, Scandinavian and other lesser European towns. In my opinion, there is a disproportionate amount of time spent on "systems" to the exclusion of attention to the contents of the *triquet*
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the books placed in their care. It almost seems at times as though the graduates of the library schools were the only ones who knew nothing about the books they catalogued. I do not see how librarians can be prepared to work in a museum unless they know something of the museum's contents, nor can I conceive how it would be possible to generalize the individual needs of the independent museums. Each of these institutions has an individual need of its own and special needs, or should have, if it is a vital organization.

In my opinion, preparation for library work is distinct from that of preparation as a museum worker and I do not believe that library cataloguing and classification can be adapted to objects of art.

Please pardon the element of personal opinion which plays so large a part in what has been said above. You have been so kind to suggest that it would prove of value to you, that I venture to submit it for what value you can find in it.

Very truly yours,

Secretary

SPN:ME



The BOARD OF EDUCATION FOR LIBRARIANSHIP of the
AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 86 EAST RANDOLPH STREET, CHICAGO

June 18, 1927

Mr. Sidney P. Noe
New York, New York

My dear Mr. Noe:

Thank you for giving so much time and thought to answering our circular letter addressed to Museum Librarians. We are indeed grateful for your cooperation. The suggestions will be given our best consideration in the compilation of the results of this investigation.

Yours very sincerely,

Sarah C. N. Bogle

Sarah C. N. Bogle
Secretary
Board of Education for Librarianship

EH